Attaching Documentation

1. If supporting documentation is to be attached (i.e. spreadsheets, expense receipts, etc.), click the "Misc. Info" tab at the top of the page, before submitting the invoice. The attachment specific buttons will appear on the right side of the page.

2. Click on the icon next to the "Attachments" drop down box.

3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.

4. Click on the "Open" button.

5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. You may repeat these steps to attach additional documents up to a total of 2 MB each. Click on the "Header" tab to submit the invoice.

Recommend Rejection of Invoices

10. Click on the "Misc Info" tab and enter a comment describing the reject reason.

11. Click on the 'Header' tab and check the "Recommend Document Rejected" checkbox at the bottom.

12. Click "Submit" at the bottom of the "Header" tab an you will receive a message that email notifications have been sent.

WAWF Production Site

https://wawf.eb.mil

Web-Based Training Site

http://www.wawftraining.com

WAWF Practice Site

https://wawftraining.eb.mil

DISA Ogden Help Desk

1-866-618-5988

cscassig@csd.disa.mil

W A W F
Quick Reference

Pre-Certifying Invoices

(LPO Reviewer)

Defense Information Systems Agency

Getting Started

1. Go to the WAWF Production Site at https://wawf.eb.mil

2. Click on "Logon", type your user ID and Password and click "Submit" or use CAC card.

3. Click the "LPO Reviewer" link on the left side of the screen.

4. Click on the sub-link "Access Certification Folder".

Locating and Viewing the Receiving Report

5. On the Search Criteria Screen, select your DoDAAC from the drop-down list.

   Note: You can search for a specific invoice by entering a contract number, vendor CAGE code, date or invoice number.

6. Click on the invoice number of the document you need to certify.

   Note: If processing a COMBO document, please select the shipment number first to process the receiving report taking note of the Date Received and Acceptance Dates.

7. To view the invoice information, click on the tabs at the top of the page: "Header", "Line Item", "Addresses", and "Misc Info".

8. To view attachments, go to the "Misc Info" tab, click on the attachment drop-down menu. If the document has an attachment, you can download it.

9. When you have reviewed all tabs and attachments of the invoice, you can either certify the document or reject.

Pre-Certifying Invoices

10. Click the "LLA" tab on the top of the screen.

11. Check for available funds. Enter the following mandatory fields.

   Note: You may enter the LLA info in the Populate All section and select the "Populate All" link if all Item Numbers (CLINs) have the same accounting info.

12. Select the Action Icon in the CLIN section to enter the LLA info and Approved Amount.

Dept Ind: 97	Limit/Subhead: 5F20
Fiscal Year Indicator: XXXX	Allot Serial No: C1013
Basic Symb No: 4930	Object Class: 000
Acct Install No: 068142	Cost Code: Requisition Number
Transtype: 2F	Doc/Record Ref Id: Requisition Number plus 010
Job/Work Order Cd: Object Class	ACRN: per contract

13. Click on the "Header" tab on the top to go back to the invoice screen and scroll to the bottom.

14. Click on the "Recommend Document Certified" checkbox at the bottom.

Date Received	Date Received of the Receiving Report
Acceptance Date	Date Accepted from the Receiving Report

15. Enter the Date Received and Acceptance dates

16. Click "Submit" at the bottom of the page to submit your document.